



OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2008-24

TO: Financial Aid Administrators

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SUBJECT: 2009-10 Cal Grant GPA Verification for Colleges

This Operations Memo provides information for the financial aid community and college registrars who submit grade point average (GPA) verifications on behalf of students who are applying to the California Student Aid Commission (Commission) for 2009-10 Cal Grant program awards. Please review the enclosed "GPA Calculation Instructions" and the "Questions and Answers for Colleges" for details on preparing the GPAs for your students. **The submission deadline is March 2, 2009.**

GPA Verification Form Availability

The 2009-10 Cal Grant GPA Verification Form is provided as an enclosure with this memo and it will also be available for download from the Commission's Web site at <http://www.csac.ca.gov/doc.asp?id=1177>. Pre-printed paper forms will not be available for ordering in bulk.

Applicants who complete the student section of the GPA Verification form must take it to their school for certification by a school official before sending it to the Commission. The GPA can be provided on the paper version of the form or submitted online by the school.

Electronic GPA Submission

In mid-November the Commission will begin accepting GPA uploads from schools for the 2009-10 academic year Cal Grant awards. The WebGrants GPA function provides immediate feedback regarding the number of GPAs that have been accepted and identifies any errors in the upload. Electronic submission is secure, fast, and minimizes errors. Using the electronic upload option increases



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the probability that more of your eligible students will receive a Cal Grant award. Since these GPAs are certified electronically, there is no need to fax or mail a paper GPA form. A guide on electronically submitting GPAs is available on the WebGrants “Help Center” under *User Guides – GPA Screens*.

We strongly encourage all schools to upload GPAs electronically. This allows immediate confirmation that the GPAs were accepted and allows students to immediately view their submitted GPAs through “WebGrants for Students.” As an alternative, schools may continue to use paper GPA Verification forms.

For further assistance, schools can contact the Commission’s School Support Services staff at (888) 294-0153 or at schoolsupport@csac.ca.gov. Students with questions should be directed to Student Support Services at (888) 224-7268 or studentsupport@csac.ca.gov.

Enclosures: 2009-10 Cal Grant GPA Verification Form
2009-10 Cal Grant GPA Calculation Instructions
Cal Grant GPA Questions and Answers for Colleges

Working together to effectively promote education beyond high school!